



JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Community Assistance**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Administrative and supervisory work implementing Public Assistance and Substance Abuse Programs within Seminole County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops policies and procedures concerning Public Assistance Programs for low income residents who are not eligible for assistance from other governmental services. Supervises staff assigned to carry out division programs.

Initiates and effectively recommends for final approval by the Department Director, hiring, termination, performance evaluations, disciplinary and/or commendatory actions for assigned personnel.

Supervises the completion of case records to determine eligibility of applicants.

Provides educational information awareness promotions such as presentations, written promotional materials, attendance at community activities, etc., to promote division programs, goals, and resources. Participates in community boards, councils, and committees as needed or assigned.

Develops and submits grant projects and proposals for Local, State, Federal, and other sources to enhance services and secure new funding sources.

Develops, implements and monitors Division policies, procedures and financial records to insure proper funding expenditures and accountability. Prepares and presents division budget and monitors expenditures from the approved budget.

Coordinates the development and implementation of anti-drug abuse and social assistance grant projects within Seminole County and measures outcomes to assess program effectiveness.

Supervises the maintenance of division records and prepares and submits reports of division activities as required to Federal, State, and County agencies.

Serves as liaison for the County with community based agencies and other public assistance agencies as necessary.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Considerable knowledge of Florida Statutes, regulations, procedures, and governmental processes related to substance abuse control. Knowledge of resources, rehabilitation and treatment of drug and substance abuse. Knowledge of the principles, practices and techniques of public assistance program administration. Knowledge of State and Local Laws regulating public assistance programs. Knowledge of administrative practices and budgeting methodology.

Ability to organize and prepare complex reports and position statements regarding division programs and services. Ability to establish and maintain effective working relationships with the Judicial System, School Board, Public Assistance Agencies, Federal, State, and County Officials. Ability to research grant sources for program funding. Ability to communicate effectively both orally and in writing. Ability to make presentations to large and small groups.

Bachelor's Degree in Social Work, Sociology, Public or Business Administration, or a closely related field and four (4) year's experience in coordinating community assistance and/or substance abuse programs, which include two (2) years supervisory experience. Prefer experience in Grant Program Management and Administration.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service Classification.

Working Conditions

The work environment for this position is in an office setting. Most duties are performed sitting at a desk, table or workstation. Position has regular exposure to radiant and electrical energy found in an office environment.